

| DANIATY HAZWANI AHMAD |
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###### OBJECTIVES

Desire a position utilizing organizational, interpersonal and communication skills and to gain more experience and knowledge and seek more challenges for personal enhancement in an organization that provides a competitive edge.

Have excellent organizational and time management skills.

Have the capacity to prioritize tasks, work under pressure and liaise well with others with strong oral and written communication skills.

Have high ability to work on own initiatives.

##### LEADERSHIP SKILLS

* Tactful and diplomatic
* Handles sensitive matters with poise
* High work ethic in handling confidential matters
* High respect towards everyone
* Focused, highly organized and resourceful
* Passionate

##### WORK RELATIONSHIP

* Honest yet tactful in communication
* Dedicated and committed
* Works well in a team

##### STRENGTHS AND SKILLS

* Extremely determined
* Positive and highly motivated
* Resourceful
* Meticulous
* Strong language proficiency in English, Malay and Bahasa Indonesia

##### COMMUNICATION SKILLS

* Exceptional interpersonal skills
* Communicates well with everyone

## WORK EXPERIENCES

**Accounting and Advisory Firm**

**December 2012 – Current (3 years 9 months)**

**Office Administrator – Borrelli Walsh Pte Ltd**

* Also performs HR assistant, personal assistant and secretarial roles
* Maintains office services by organizing office operations and procedures,   
   correspondences, filing systems, ordering office supplies, and some assigning   
   and monitoring clerical functions
* Handles procedures for retention of documents, retrieval, transfer and disposal   
   of records
* Plans and implements office systems, layout changes, arranging of necessary   
   repairs and equipment procurement
* Assist with designing and implementing office policies and / or adjustments to   
   current policies
* Maintains all professional publications and networks for the company

• Reports to Office Manager and support two Managing Directors (overall in   
 charge)

* Support professional staffs including managers and accountants
* Booking and arranging of hotels, seminars, meetings, flights and other

similar activities

* Prepare reimbursement financial claims, arrange medical claims, arrange leave

applications and welfare of staffs

* Manage inventory of office supplies, source for suppliers, submit invoice and   
   monitor payments
* Maintains and keeps personnel records
* Assist with building passes applications, EP card application
* Do ACRA searches and individual searches
* Company advertising with newspapers
* Familiar with TMS system
* Posts jobs online via Job Street / Jobs DB
* Assist with arranging of induction for new employees which includes setting up   
   of work stations, application of passes, permits, telephone lines etc
* Handles petty cash and do petty cash top ups when necessary, issues sales   
   invoices and payments and do month end invoices reconciliation
* Resolve any day to day administrative and operational problems
* Perform multifaceted general office support
* In charge of all mark ups and preparation of documents / reports / proposals
* High literacy in computer software such as MS word, MS PowerPoint, MS Excel   
   Spreadsheet, Outlook and Timesheet Management System (TMS)
* All other day to day ad hoc duties

*Reason for wanting to leave: searching for better prospects / opportunities.*

**Legal Firm**

**February 2007 – September 2012 (5 years 8 months)**

**Legal Secretary / Personal Assistant – RIAZ LLC Advocates and Solicitors**

* Specialized in motor claims / accident claims
* All admin and clerical duties including preparation of all court documents and correspondences
* Maintained good order of filing system
* Maintained good order of office stationery supplies
* Managed all office miscellaneous including repairs, servicing, events etc.
* Liaised well with clients, insurance officers, lawyers and doctors for out of court settlements
* Obtained high literacy in computer software especially in Microsoft applications such as MS word, MS PowerPoint and MS Excel Spreadsheet
* Managed E-fling system(EFS), ACRA and individual searches
* Apply for medical / traffic police reports
* Supported and managed the Director as a Personal Assistant
* Traveled for work related demands (as a Personal Assistant)
* Assisted with receiving of clients, answering queries and phone calls
* Prepared all work necessities and sit in for meetings
* All other day to day ad hoc duties

*Reason for leaving: better prospects.*

**Food and Beverages**

**March 2006 – January 2007 (11 months)**

**Assistant Manager– Subway Restaurant**

* Developed good customer service skills and relations
* Managed orders, enquiries, daily supplies, sales records and updates
* Assigned duties / roster and assisted Manager’s duties

*Reason for leaving: approached by Riaz LLC.*

**January 2005 – February 2006 (1 year 2 months)**

**Crew Member / Sandwich Artist – Subway Restaurant**

* Developed good customer service skills and relations

## EDUCATION BACKGROUND

## 2016-2018 (part-time), University of Essex

* Bachelors of Science (Honors) in Management and Marketing
* Subjects currently taking :
  + Financial and Management Accounting
  + Organizational Behavior
  + E-Commerce in Business
  + International Business Environment
  + Digital Marketing and Social Media
  + Consumer Behavior
  + Marketing and Human Resource Management
  + Business Strategy
  + Management Psychology
  + Management, Innovation and New Technology
  + Corporate, Brand and Advanced Marketing
  + Business Ethics

## 2011-2012 (part-time), Oklahoma University

* Diploma in Psychology
* Graduated with a ‘B’
* Subjects taken during course of study includes :
  + Applied Marketing and business Psychology
  + Psychology and the Individual
  + Clinical and Health Psychology
  + Psychology of Group Dynamics
  + Case Studies in Clinical Health and Organizational Psychology and Conflict Resolution
  + Employee Assessment and Leadership Development

**2006, Marsiling Secondary School**

* Completed and passed GCE ‘O’ Level with 5 credits
* Proficient in English and Malay languages both written and spoken
* Attained grade ‘A’ in Malay Language and Distinction for Oral and grade ‘C’ in English Language

**2002-2005, Marsiling Secondary School**

* Completed and passed GCE ‘N’ Level with 7 credits
* Proficient in English and Malay languages both written and spoken
* Attained grade ‘1’ in Malay Language and Distinction for Oral and grade ‘2’ in English Language
* Active in Sports & CCA. Netball School Team Member

**1996-2001, Marsiling Primary School**

* Five PSLE Passes
* Attained ‘A’s in English Language and Malay Language and ‘B’s in Mathematics and Social Studies
* Active in Sports & CCA. Class Monitor

## COURSES ATTENDED / ATTENDING

* Introduction to Management January 2016
* Financial Accounting March 2016
* Business Management (attending) September 2016

**Availability date: 1 month’s notice**

**Current salary: $3,450 (with allowance) per month**

**Expected salary: $4,500 (negotiable)**

**Referrals available upon request**